



Employment Development Department

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B97-146

Date: June 5, 1998

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: TITLE IV-C SOLICITATION FOR PROPOSAL (SFP)

This letter announces the release and transmits a copy of the Job Training Partnership Act (JTPA) Title IV-C veterans program SFP for Program Year 1998-99. Interested parties are invited to submit proposals. It is proposed that this SFP will be valid for two years subject to the availability of funds.

This SFP is based on the Department of Labor (DOL), Veterans' Employment and Training Service Solicitation for Grant Application (SGA) guidelines for operation of the program. The SGA is available for viewing on the DOL internet Web site, <http://www.dol.gov/dol/vets/>. If you are unable to access the SGA via the internet, you may contact Luis Hermosillo, Program Management Statewide Support Unit, at (916) 654-5416 for a copy.

We are sending this SFP out to solicit projects to be funded with federal Title IV-C funds for which the Employment Development Department has applied. It is anticipated that projects will be funded for operations as soon as possible but no later than October 1, 1998, subject to the availability of funds.

Due to time constraints, a formal bidder's conference will not be held. If you are interested in obtaining an SFP package for submittal, you may do so the following three ways:

1. Telephone Luis Hermosillo at (916) 654-5416.

2. Send a written request to :

Employment Development Department
Job Training Partnership Division
Attention: Luis Hermosillo
P.O. Box 826880, MIC 69-1
Sacramento, CA 94280-0001

3. Send electronic mail to:

lhermosi@edd.ca.gov

Please refer questions to Luis Hermosillo at (916) 654-5416 or your program manager. As stipulated in the SFP, late proposals will not be considered for funding. Proposals are due June 30, 1998.

/S/ BILL BURKE
Assistant Deputy Director

Attachment

**JOB TRAINING PARTNERSHIP
ACT TITLE IV-C VETERANS PROGRAM
SOLICITATION FOR PROPOSAL PROGRAM YEAR 1998/99**

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JOB TRAINING PARTNERSHIP DIVISION (JTPD)
TITLE IV-C VETERANS' PROGRAM
SOLICITATION FOR PROPOSAL (SFP)

I. PURPOSE

Proposals are being accepted for the Job Training Partnership Act (JTPA) Title IV-C Veterans' program beginning July 1, 1998, and ending June 30, 1999. Funding for a second Program Year (PY) 1999-2000, is subject to the availability of funds. Proposals submitted in response to this SFP should demonstrate a need for augmented services to address targeted veterans' barriers to employment in the applicant's geographical area. Proposals must reflect strong coordination between local veterans' service providers, the Service Delivery Area (SDA) and, the Employment Development Department (EDD) Job Service Office. A "Title IV-C Veterans' Program Planning Cycle" timeline has been included in this Information Bulletin for your information.

II. OVERVIEW

In recognition of the special training needs of veterans attempting to compete for jobs in the civilian labor market, Title IV-C provides specific funding for assisting and training qualified veterans for employment. For PY 1998-99, California has applied for Title IV-C funds as a statewide grant. The federal government does not require an equal dollar match. In California however, we do require an equal dollar match at the local level.

The JTPD staff have developed the following criteria for the PY 1998/99 Title IV-C program:

A. Maximum Title IV-C Award

The maximum Title IV-C award is up to \$100,000. Requests for awards of over \$100,000 will be scored but not considered for funding above the \$100,000.

B. Target Priority Group

The Department of Labor (DOL) requires that state JTPA administrative entities target three priority groups so that all veterans served by Title IV-C resources would be in at least one of the priority groups. The three target priority groups for this SFP are as follows:

1. Vietnam-Era Veterans

Eligible veterans who served any portion of their active military service between August 5, 1964, through May 7, 1975. In addition, “the period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period.” See Public Law 104-275, Section 505, enacted October 9, 1996.

2. Service-Connected Disabled Veterans
 - a. Veterans who are entitled to compensation under laws administered by the Department of Veterans' Affairs, or
 - b. Individuals who were discharged or released from active duty because of a service-connected disability.
3. Recently-Separated Veterans

Veterans who apply for participation in a Title IV-C funded activity within 48 months after separation from military service.

The JTPD encourages applicants, who will focus on veterans most in need, to include services for economically disadvantaged, welfare and/or public assistance recipients, youth, female, homeless, African-American, Hispanic, Native American, and other minority veterans. Proposals can include special efforts to provide training and services to these veterans, but they must still meet the federal targeted priority guidelines.

Definitions of economically disadvantaged, welfare and/or public assistance recipients, youth, female, homeless, African-American, Hispanic, Native American, and other minority veterans are found in the Solicitation for Grant Application (SGA) Glossary of Terms.

C. Purpose of Funding

Title IV-C funds will be used to conduct allowable activities as defined in the SGA, and will:

1. Leverage the use of Title IV-C funds by building upon the local existing employment and training system;
2. Foster coordination with existing local services while avoiding duplication of services of Disabled Veterans Outreach Persons (DVOP), Local Veteran Employment Representatives (LVER) and SDAs. The DVOP and LVER are EDD staff assigned to provide outreach and placement services to veterans;
3. Promote veteran participation in programs administered by SDAs and other existing training providers.

III. SCOPE OF WORK

Title IV-C project operators will act as catalysts in preparing all targeted veterans for employment and training activities at the local level. Veterans who require services may receive counseling (including financial), vocational assessment, labor market information, training, and job finding and job keeping skills. Regardless of whether a veteran enters training provided by JTPA or other resources, supportive services will continue as necessary and allowable. Follow-up on all placements is a project requirement, in coordination with the local DVOP and LVER.

Title IV-C funds shall not be used to duplicate the outreach and placement responsibilities of DVOP and LVER personnel. All eligible Title IV-C veterans must be assessed for training needs by a DVOP specialist or a LVER prior to referral to a Title IV-C project operator. However, project operators are not prevented from undertaking other recruitment endeavors.

The DVOPs and LVERs will be responsible for the following:

- Provide outreach and pre-enrollment assessment,
- Participate in the participant Employment Development Plan process,
- Provide referral to training of all Title IV-C participant,
- Participate in Title IV-C placement activities, and
- Provide case management and follow-up services to Title IV-C participants after placement.

Title IV-C funded staff may provide job development and placement assistance to participants who are enrolled in training activities provided that it is done in complete coordination with DVOP/LVER personnel. A DVOP/LVER must be consulted prior to placing a Title IV-C participant in unsubsidized employment to ensure that there are no other openings which may be more suitable to the veteran's vocational and economic needs. Such a combined placement effort maximizes employment opportunity for the veteran.

IV. FUNDING CRITERIA

The DOL and State of California guidelines have been developed to determine an organization's acceptability for funding.

A. Federal Qualifying Criteria (general guidelines)

1. Demonstration of an understanding of the employment and training problems and needs of targeted veterans in the geographic area to be served.
2. Demonstration of an understanding and implementation of the three mandatory program activities required under the SGA.

3. Demonstration of complete local coordination and linkages with federal; other state, including DVOP/LVER staff; and other local municipal and community agencies.
4. Justification of a need for the proposed services in the area to be served.
5. Past performance and/or demonstrated capability to conduct and administer a project that ensures eligible veterans benefit to the maximum extent possible.
6. Demonstration that clear, specific, achievable goals and objectives have been established for the local project, including number of participants to be served, trained (by training activity) and placed on a quarterly basis.
7. Realism and reasonableness of the planned approach for accomplishing proposed work.
8. Extent to which the project takes cognizance of the federal program's emphasis on training and placement of veterans with severe barriers to employment.
9. Cost effectiveness, including cost per placement.

B. State Qualifying Criteria (specific criteria)

The State has established the following criteria to target services more specifically and use funding effectively. Each proposal will be reviewed against these criteria and given a numerical score. Proposals will be funded in score order until all Title IV-C funds are exhausted. A review team will score all of the proposals. The high and low scores will be eliminated and the average of the remaining scores utilized for the final scores.

In case of a "tie" score, the review team's scores will be used to break the tie. The maximum score possible is 100 points. The specific criteria and points allotted to each area are as follows:

Section A—STATEMENT OF NEED

(10 Points)

- Is an understanding of the employment and training barriers experienced among eligible veterans who reside in the geographical area demonstrated? (10 points)

Section B—TARGET PRIORITY GROUP**(15 Points)**

- Do Vietnam-Era veterans, Service-Connected Disabled veterans and Recently-Separated veterans comprise 100 percent of the project participants? (15 points)

Section C—GOALS AND OBJECTIVES**(5 Points)**

- Are goals clear? (3 points)
- Are objectives realistic? (1 point)
- Are objectives quantifiable? (1 point)

Section D—PLANNED APPROACH**(30 Points)**

- Does it correlate with “STATEMENT OF NEED?” (2 points)
- Do planned approach/activities appear to be an effective response to the problem? (3 points)
- Are there linkages with other local employment and training entities? (5 points)
- Are the implementation tasks clearly delineated and coordinated? (2 points)
- Will 80 percent of the participants receive core training? (8 points)

Note: Core training components proposed by the applicant that do not fit the SGA glossary terms or definitions must be adequately described and justified in the planned approach narrative.

- Is placement an objective of the project? (5 points)
- Is the placement rate (60 percent or higher) acceptable considering the participant population needs and local labor market limitations? (3 points)
- Is it clear that veterans would not have become employed without the project? (2 points)

Section E—COORDINATION WITH EXISTING SERVICES**(20 points)**

- Does project effectively coordinate with local JTPA system? (5 points)
- Does project effectively link with and utilize DVOP/LVER? (10 points)
- Does project coordinate with other local services? (5 points)

Section F—STATEMENT OF CAPABILITIES**(10 points)**

- Does applicant have previous JTPA experience? (3 points)

- Does the applicant demonstrate previous success in the employment and training of veterans by meeting or exceeding goals? (7 points)

Section G—PROJECT LINE ITEM BUDGET

(10 points)

- Is administration 20 percent or less for Title IV-C funds? (5 points)
- Will the funds, if awarded, leverage other funds and consider fund utilization and spending authority limitations? (5 points)

TOTAL POINTS POSSIBLE

100

C. Project Operators

Proposals from project operators with previous PY unresolved monitoring or audit findings, may not be considered unless it is evident that the project operator is in good faith working to a timely resolution.

V. HOW TO APPLY

A. Format Requirements

The application shall be submitted in the format described below. Proposals exceeding six pages of narrative will not be scored nor considered for funding. Supporting documents may be referenced and will not be considered part of the six pages:

1. Submit six copies of each proposal. All copies must have the JTPD cover page (first page of the SFP), with two sets of original signatures.
2. Proposals must be signed (two copies with original signatures) by the organization's authorized signatory authority, SDA administrator and local EDD Job Service division chief.
3. Proposals will contain the following documents and not exceed twelve pages total:
 - Cover Page (one page);
 - Signature Page (one page);
 - Narrative (six pages maximum, typewritten, single-spaced, ten point minimum font size);
 - Quarterly Performance and Enrollment Goals (two pages); and
 - Project Line-item Budget (two pages).

B. Proposal Deadline

All proposals are due **June 30, 1998**. If proposals are mailed, they must be postmarked not later than 11:59 p.m., June 30, 1998. If commercial carrier sends proposals, the receipt must be marked not later than 11:59 p.m., June 30, 1998.

C. Where to Apply

- **Hand delivered proposals must be received by 5:00 p.m., June 30, 1998.**

The address for hand delivery is as follows:

Employment Development Department
Job Training Partnership Division
722 Capitol Mall, Room W1077
Sacramento, CA 95814

- **Mail delivery must be postmarked no later than 11:59 p.m., June 30, 1998.** The address for mailing is as follows:

Employment Development Department
Job Training Partnership Division
Attention: Jim Curtis
P.O. Box 826880, MIC 69-1
Sacramento, CA 94280-0001

- **Courier services/overnight mail must be received by 5:00 p.m., June 30, 1998.** The address for courier services/overnight mail is as follows:

Employment Development Department
Job Training Partnership Division
Attention: Jim Curtis
800 Capitol Mall, MIC 69-1
Sacramento, CA 94280-0001

LATE PROPOSALS WILL NOT BE ACCEPTED

VI. PROJECT LINE ITEM BUDGET/MATCHING FUND REQUIREMENT

A. Matching Funds

Project Line Item Budgets for individual proposals will be comprised of both Title IV-C funds and matching funds. Therefore, proposals must provide at least 100 percent of an allowable local match. Proposals submitted without an acceptable

100 percent local matching resource will not be reviewed. There are various sources of allowable matching funds.

1. Allowable matching funds may include the following:
 - a. Federal funds
 - 1) JTPA funds
 - 2) Community Development Block Grant
 - b. Non-federal funds
 - 1) State general funds
 - 2) County or city general funds
 - 3) Foundation funds
 - 4) Auditable in-kind contributions
2. Unallowable matching funds include the following:
 - a. Veterans Administration funds
 - b. Federal student financial assistance (PELL grants)
 - c. DVOP/LVER-specific funds
 - d. Veteran-specific funds

B. Maximum Award

Title IV-C funding for individual projects will be limited to a maximum of \$100,000. The actual amount of the federal award will be tied to the amount of the local match. If the local match is \$40,000, then the maximum award in Title IV-C funding is \$40,000. Project Line Item Budget pages must reflect the amounts of total Title IV-C and matching resources in equal increments up to \$100,000. Local matching funds above the \$100,000 amount is encouraged.

C. Title III Resources

As an added resource, an amount up to \$100,000 in JTPA Title III funds, was made available for proposals in an amount equal to the requested Title IV-C funds. For example, if the proposal contains \$75,000 in Title IV-C funds, the proposal would be eligible to receive \$75,000 in Title III funds. The Project Line Item Budget and narrative must include the requested Title III funds.

<u>TITLE IV-C FUNDS</u>	<u>LOCAL MATCH</u>	<u>TITLE III*</u>	<u>TOTAL</u>
\$100,000	\$100,000	\$100,000	\$300,000
\$75,000	\$75,000	\$75,000	\$225,000
\$100,000	\$200,000	\$100,000	\$400,000

*Must meet Title III eligibility requirements in addition to Title IV-C requirements. Title III has a 15 percent limit on administration costs.

VII.COMPUTER HARDWARE AND SOFTWARE REQUIREMENTS

The State's minimum computer hardware and software requirements are imposed for compatibility with the State Job Training Automation (JTA) system. In general, any computer capable of doing some type of UNIX-compatible terminal emulation can communicate with the JTA system. A microcomputer with software that does vt220 emulation and a vt220 terminal is recommended. However, JTA project staff will provide assistance only for the three types mentioned below. A minimum of four megabytes of memory (RAM) is required to run the JTA system software.

A. Personal Computers

Personal computers with terminal emulation capability must fall within three general categories:

1. Industry Standards Architecture (ISA) or Enhanced ISA (EISA)
2. IBM Micro-channel Architecture
3. Apple Macintosh with System 7.5.X or later

B. Printers

Printers must meet one of the following two requirements:

1. Must be a laser printer that recognizes the **Hewlett-Packard** Printer Command Language and has both letter and legal size paper handling capability.

OR

2. Must be wide-carriage dot matrix printer which has the capability of printing at 10 pitch, 12 pitch and in condensed (minimum 16.66) pitch and which recognizes **Epson** or **IBM Proprinter** command sets **and provides a serial interface**.

VIII. APPEAL PROCESS FOR THE SFP

Appeals of the evaluation of a proposal and selection for award must be submitted in writing and transmitted by certified mail within ten days after the notification of contractor selection and award of subgrant (Attachment 4).

A person or organization that wishes to appeal an action of the review team must base an appeal on one or more of the following reasons:

- The action of the review team is at variance with the law.

- The action of the review team contravenes published policy.
- It can be demonstrated that the material was submitted in a timely and proper manner and was not presented to or considered by the review team.

If, prior to the award of any subgrant which may result from this SFP, a timely appeal is filed against the awarding of a subgrant, the subgrant shall not be awarded until the appeal has been resolved, through due course, by EDD, State of California.

Written appeals should be sent to:

Employment Development Department
Job Training Partnership Division
Attention: Jim Curtis
P.O. Box 826880, MIC 69-1
Sacramento, CA 94280-0001

IX. FAILED PROCUREMENT

The State reserves the right to reject any and all proposals when there are sound reasons in the best interests of the program.

TITLE IV-C VETERANS' PROGRAM SOLICITATION FOR PROPOSAL FORMS SUPPLEMENT

Section A — General Information

- Proposal is due by close of business **June 30, 1998.**
- Proposal will include the following documents and should not exceed twelve pages:
 1. Cover Page (one page);
 2. Signature Page (one page);
 3. Narrative (six pages maximum, typewritten, single-spaced, ten point minimum font size);
 4. Quarterly Performance and Enrollment Goals (two pages); and
 5. Project Line-item Budget (two pages).
- Maximum Title IV-C request will be \$100,000.
- Local Matching Fund request must equal 100 percent or more of Title IV-C request.
- Title III Fund Request may not exceed the amount requested for Title IV-C.
- Coordination with DVOP and LVER must be detailed in proposal format in Section 5.
- Proposal must include the following signatures:
 1. Organization authorized signatory authority
 2. Local Service Delivery Area (SDA) Administrator
 3. Employment Development Department (EDD) Job Service Division Field Chief
 4. EDD Field Office Manager

Title IV-C Veterans Program Solicitation for Proposal

Proposal No. _____
(JTPD use only)

Cover Page

Employment Development Department
Job Training Partnership Division
July 1, 1998 through June 30, 1999

Title IV-C Funds Requested	\$ _____
Title III Funds Requested	\$ _____
Total Funds Requested	\$ _____
Local Matching Funds	\$ _____
Total Project Cost	\$ _____

Submitting Entity:	_____
Address:	_____

Contact Person	_____
Telephone:	_____

Brief description of the proposed program (less than 100 words):

Title IV-C Veterans Program Solicitation for Proposal

SIGNATURE PAGE

REQUIRED SIGNATURE FOR THE SUBMITTING ENTITY

Authorized Signature: _____

Typed Name of Authorized Signatory: _____

SERVICE DELIVERY AREA (SDA) REVIEW

Authorized Signature: _____

Typed Name of SDA Administrator: _____

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) REVIEW

Authorized Signature: _____

Typed Name of
EDD Job Service Division Chief _____

Authorized Signature: _____

Typed Name of EDD Job Service
Office Manager: _____

04/22/98

Title IV-C Veterans Program Solicitation for Proposal

NARRATIVE

The format of the proposal narrative must be structured as follows and may not exceed six single spaced, ten point font, minimum typewritten pages. Relevant supporting documents may be attached. These will not be considered as part of the six pages.

1. Statement of Need: Describe the specific need in the local area that will be addressed by the proposal. Include the geographic parameters, unemployment rate, number of veterans in the local population (and the source of this data), local economic conditions (major employers, industry, etc.), and future employment trends (again, cite data source).
2. Target Priority Group: Identify the eligible veteran group(s) to be served, i.e., Vietnam-Era veterans, Service-Connected disabled veterans and Recently-Separated veterans. Clearly state the needs of the groups to be served and define any special problems to be addressed. Provide information and data to support the problems/needs of the target group(s).
3. Goals and Objectives: Refer to Section C, and complete the required form entitled Quarterly Performance and Enrollment Goals.

Note: No narrative is required. This form reflects performance goals, quarterly activity objectives and enrollment objectives by target group and funding source.

4. Planned Approach: In preparing this section of the proposal narrative, you should keep in mind that there should be a direct relationship between the Statement of Need and the Planned Approach. This section should describe what, how, who, when, and where. Describe all aspects of the approach, including discussion of at least the following factors:
 - Identify and describe the specific training activities which will be implemented, e.g., on-the-job training, classroom training, customized training, etc.;
 - If supportive services are proposed, identify the formula or procedure which will be used, and if different from the procedure for JTPA Title II-A, explain and provide rationale for the difference; and
 - Project beginning and ending date (limited to July 1, 1998 - June 30, 1999).
5. Coordination with Existing Services: Identify and explain any proposed linkages with other agencies or organizations, especially local EDD, SDAs and non-profit organizations. If a current veteran service provider resides in the target area and is not included in your plan, an explanation is required. Indicate what services will be provided by each organization.

6. Statement of Capabilities: This section should clearly demonstrate the organization's capability to conduct and administer the proposed project. At a minimum, this section should include:
- a. A statement demonstrating the organization's overall capability in the management and operation of an employment and training project. Also the ability to submit accurate and timely reports; and
 - b. A complete listing of proposed sub-contractors, and their capabilities. This listing must conform to both Coordination with Existing Services and the Project Line Item Budget.

Title IV-C Veterans Program Solicitation for Proposal

Quarterly Performance and Enrollment Goals

The data entered in the following matrices should include participants proposed to be served by the Title IV-C, Local Match, and Title III funds. The data entered should account for all activities and should be presented cumulatively by quarter. The term “placement” means entry into unsubsidized employment, which may be full-time or part-time.

1. Performance Goals And Benchmarks	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Assessments				
Participants/Enrollments				
Employment Development Plans				
Job Placement Services				
Follow-up Services at 90 Days				
Terminations				
Placements				
Average Wage at Placement				
Placement Rate				
2. Core Training	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Occupational Skills Classroom Training				
On-the-Job Training				
Literacy and Bilingual Training				
Other Training (specify)				
3. Ancillary Services	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Counseling and/or Vocational Guidance				
Job Search Assistance				
Case Management				
Job Club				
Work Experience				
Tools/Fees/etc.				
Other (specify)				

Quarterly Performance and Enrollment Goals (continued)

4. Enrollment Goals by Eligibility Groups (do not double count)	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Vietnam-Era Veterans				
Disabled Veterans				
Recently-Separated Veterans				
5. Enrollment Goals by Eligibility Subgroups (subgroups may overlap)	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Youth Veterans (20-24 years of age)				
Economically Disadvantaged Veterans				
Welfare and/or Public Assistance Recipient Veterans				
Female Veterans				
Homeless Veterans				
African-American Veterans				
Hispanic Veterans				
Native American Veterans				
Other Minority Veterans				
6. Enrollment Objectives by Fund Source	Title IV-C	Local Match	Title III	Total
Participants/Enrollments*				
Total Terminations*				
Total Placements*				
Core Training Enrollments**				
Ancillary Services***				
Vietnam-Era Veterans****				
Disabled Veterans****				
Recently-Separated Veterans****				

* Data entered should match data in Section 1.

** Data entered should match data in Section 2.

*** Data entered should match data in Section 3.

**** Data entered should match data in Section 4.

Title IV-C Veterans Program Solicitation for Proposal

Project Line Item Budget

1. Direct Cost for Applicants*				
Position Title(s)	Annual Salary/Wage Rate	Percent of Time Charged to Project	Proposed Administration Costs**	Proposed Program Costs

Sub-Total

Administration

Program

Fringe Benefits for All Positions

Contractual

Travel

Equipment

Supplies

Other Costs

Indirect Costs (specify approved rate and cognizant agency)

Total Costs

Administration

Program

* Direct costs for all funded positions both applicant and sub-applicants(s) must be provided.

** Administrative costs associated with the supervision and management of the program that does not directly or immediately affect participants.

Project Line Item Budget (continued)

2. Detail List of Other Cost Category		
Description	Administration	Program
Total Other*		
* Amounts should equal "Other Costs" in Section 1.		

3. JTPA Cost Category Project Line Item Budget				
JTPA Cost Category	Title IV-C	Local Match	Title III	Total Cost Category
Administration*				
Basic Readjustment Services (BRS)				
Retraining (R)				
Supportive Services (SS)				
Total				

* Total "Administration" should equal total "Administration" in Section 1.

** BRS + R + SS should equal total "Program" in Section 1.

4. Quarterly Expenditure Plan				
	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Title IV-C				
Local Match				
Title III				
Total				

**JOB TRAINING PARTNERSHIP DIVISION
TITLE IV-C REQUEST FOR PROPOSAL
HEARING AND APPEAL PROCEDURES**

Section 144 of the Job Training Partnership Act (JTPA) requires that each administrative entity, contractor, and grantee shall establish and maintain a grievance procedure for grievances or complaints about its programs or activities from participants, subcontractors, subgrantees, and other interested persons. Hearings on any grievances shall be conducted within 30 days of filing of a grievance and decisions shall be made not later than 60 days after the filing of a grievance.

The State Review Panel (SRP) shall review all appeals filed within ten days of receipt of an adverse decision of funding related to an entity's participation in the Title IV-C Solicitation for Proposal (SFP) process.

In order to be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party;
- A brief statement of the reasons for appeal including regulatory and statutory citations; and
- A statement of the relief sought.

It is the responsibility of the complainant to include in the appeal a written statement setting forth the facts that support the requested relief.

The state review will be limited to violations of the JTPA, implementing JTPA regulations or the SFP. The review shall be limited to information provided in writing; no verbal testimony will be accepted.

The SRP will consist of a panel of three representatives from the Employment Development Department: one from the Legal Office, one from the Job Training Partnership Division, and one from the Director's Office. The panel will issue a written decision, which will be sent to the complainant within thirty (30) days of the request for state review.

Decisions issued by this panel, under the authority of the Governor, are final.

TITLE IV-C VETERANS PROGRAM PLANNING CYCLE

Draft new Title IV-C Solicitation for Proposal	3-98 thru 4-98
Receive new Title IV-C guidelines and direction from the Department of Labor (DOL) VETS	Unknown
Send final Title IV-C Solicitation for Proposal to all potential applicants on mailing list	Unknown
Complete review guide for proposals	5-30-98
Select proposal review committee	6-12-98
Proposals due	6-30-98
Start proposal review	7-05-98
Complete proposal review and rate the competitors	7-07-98
Send results of review to competitors with appeal process instructions	7-10-98
Meet with successful competitors to draft subgrant agreements	7-27-98
Appeals due to Job Training Partnership Division	7-31-98
Start Title IV-C Program with Title III funds if Title IV-C funds are not available	10-01-98
Create and send application to DOL for funding	Unknown
Appeals acted upon with final rankings	8-07-98
Receive grant approval/disapproval from DOL	Unknown
Provide technical training on eligibility, reporting, program requirements and file documentation to selected service providers.	9-08-98

Note: Action and dates are subject to change with the exception of the due date for the receipt of proposals.